

## CHAPTER 202

### CARGO ROUTING AND MOVEMENT

#### A. GENERAL

This chapter provides routing and general provisions for DOD worldwide cargo movement by rail, motor, air, freight forwarder, pipeline, intermodal systems, drive-away and tow-away service, and water (inland waterway, coastal, and inter-coastal) carriers. Additional information can be found by consulting the SDDC Freight Traffic Rules Publications (MFTRPs), which is available at <http://www.sddc.army.mil/> and then select Global Cargo Distribution, Domestic (more), and Publications.

#### B. ROUTING AUTHORITY

1. TOs may route general commodity shipments by motor, rail and air, as described in Paragraphs B.1.a and B.1.b, using best value principles and in compliance with DOD and Service traffic management policy. Items listed in Paragraph B.2 through B.5 must be routed by SDDC using Route Orders described in Paragraph C. TOs have three routing procedure options, as specified in Paragraphs B.1.a and B.1.b. Only qualified carriers having Tender of Freight Services approved by SDDC or AMC within the GFM system and the DOD Blanket Purchase Agreement (BPA) for CONUS small package express services under the GSA Multiple Award Schedule (MAS) are authorized for use when routing cargo. Only carriers that use the PowerTrack payment system are eligible for freight traffic awards and are considered a best value. The freight traffic awards will be consistent with the elements of best value, to include service, past performance, and cost requirements. Tenders used for routing air cargo must contain an AMC approval stamp, in addition to the SDDC Operations Center stamped distribution number. When air tenders do not meet the need of the freight shipping requirements, the GSA MAS is available as another means in shipping domestic heavyweight freight in excess of 150 pounds.
  - a. Activities with automated capabilities may obtain route orders using the automated system routing request formats.
  - b. TOs that require manual processing:
    - (1) May elect to maintain a complete file of authorized tenders for use in routing general commodity shipments locally without SDDC involvement. A TO desiring to maintain a complete file of tenders may contact the SDDC Operations Center for assistance in obtaining a list of carriers serving their location. Orders placed by TOs under this election will require data to be separately entered into the billing/payment process through an approved/supporting EDI.
    - (2) The TO must submit an electronic request using SDDC's Web-based ETA to obtain a routing or submit a DD Form 1085, Figure 202-1, to the SDDC Operations Center IAW Paragraph C. The TO may also obtain routing by submitting an electronic request using SDDC's Web-based ETA system. ETA access may be obtained through SDDC's Web site available at <https://eta.sddc.army.mil/>.

2. The following shipment and commodity exceptions require a routing request IAW Paragraph C:
  - a. Articles listed in International Civil Aviation Organization Technical Instruction or 49 CFR, Transportation, Parts 100-185.
  - b. Class/Division 1.1, 1.2, 1.3, and 1.4 ammunition and explosives; 2.3 Poisonous by Inhalation (PIH) poisonous materials; and 7 radioactive materials Yellow III label.
  - c. SECRET material. Unless moving under procedures developed for shipping SECRET materiel by cleared DOD BPA for small package express services under the GSA contract small package express carrier. (See Chapter 205, Paragraph T.)
  - d. CONFIDENTIAL material weighing 10,000 pounds or more. CONFIDENTIAL materiel may be moved via the DOD BPA for small package express services under the GSA MAS when the material meets contract criteria. (See Chapter 205, Paragraph T.)
  - e. Bulk liquids and gases.
  - f. Empty towable tank trailers.
  - g. Vehicles in drive-away or tow-away service.
  - h. Shipments and/or commodities requiring special handling. (See Paragraph C.)
  - i. Shipments made in DFRIF equipment. (See Paragraph Q.)
  - j. Shipments of any commodity of 25 CLs, 25 TLs, or weighing 500,000 pounds or more. (See Chapter 201, Paragraph L.)
  - k. Shipments for which there are no SDDC- or AMC-approved tenders.
  - l. Shipments under a Transportation Protective Service (TPS).
3. TOP SECRET and other sensitive material which requires escort via Defense Courier Service (DCS) shipments are routed by the DCS IAW DODD 5200.33, Defense Courier Service (DCS).
4. Export shipments are routed IAW this chapter.
5. Air shipments funded by the Services must be made IAW Service instructions and published guidance.

## C. ROUTE ORDER

1. Domestic Route Order (DRO) Requests (DROR) will be submitted to the SDDC Operations Center. To facilitate minimum processing time, authorized automated computer systems will be used to initiate the routing process. Submit a DROR for a routing within the CONUS or between a CONUS point and a Canadian point. International Route Order (IRO) requests within or between theaters will be submitted to the SDDC Operations Center or the theater CDR movement control activity. For the CONUS, a DD Form 1085, Figure 202-1, will only be used on an exception basis. These requests may be submitted by FAX, e-mail, or authorized automated computer systems. If a DD Form 1085 is submitted via FAX or e-mail, allow three business days for processing. DD Form 1086, Export Traffic Release Request, (ETRR) Figure 202-2, will be used for shipments moving from the CONUS to OCONUS. When a DRO is no longer required, notify the SDDC Operations Center.
2. SRO requests will be submitted to the SDDC Operations Center or the theater CDR for repetitive shipments over a specific time period and are valid for up to one year. When a SRO is no longer required, notify the SDDC Operations Center or the theater CDR.
3. Requests for DRO/IRO/SRO amendments will be submitted to the SDDC Operations Center or the theater CDR using DD Form 2017, Route Order Amendment, Figure 202-3, an authorized automated format, or a form designated by the theater CDR.
4. The SDDC Operations Center or the theater CDR will provide a DRO Request Response, Figure 202-4, with carrier selections and routing instructions within four hours (regardless of Transportation Priority [TP]) for all requests submitted via electronic means. For manually submitted requests, carrier selections and routing instructions will be provided within three business days of receipt. DROs are effective for 15 days. DRO Amendment Requests, Figure 202-5, will be answered within timeframes noted for initial DRO request submission. Requests for IROs will be responded to within 10 days and emergency IROs within 24 hours. Requests for SRO will be coordinated directly with the origin shipper.
5. Three-digit Routing Instruction Notes (RINs) are included in a DRO or SRO. See Appendix B for explanatory plain language notes corresponding to each three-digit RIN.
6. Route order number codes are shown in Table 202-1.
7. DRORs for shipments of Arms, Ammunition, and Explosives (AA&E) where a Security Escort Vehicle is required will be submitted through automated shipper systems no later than 48 hours prior to the shipment pickup. Any emergency shipment of AA&E where 48 hours notice does not support mission requirements, must be immediately coordinated with the SDDC Command Operations Center at Commercial: 757 878-8141/7555 or DSN: 826-8141/7555.

## D. EXCEPTION

Exceptions to assignment of routing authority and other routing procedures are granted by SDDC or the theater CDR during national, regional, or local emergencies. (See Chapter 201.)

## E. CUSTOMS

1. TOs must comply with customs laws and agreements of the countries in which cargo is being either imported or exported. For US customs procedures, see 15 CFR, Commerce and Foreign Trade, for export requirements; 19 CFR, Customs Duties, for import requirements; and this Regulation, Part V, Department of Defense Customs and Border Clearance Policies and Procedures for DOD requirements. Customs information is available through the USTRANSCOM Web site at <https://business.transcom.mil/>. Click on CUSTOMS on the left side of the page.
2. Customs forms must accompany US Forces international and intratheater cargo to ensure shipments are not delayed and are exempted from import or export duties.
3. Shipments to non-DOD activities, i.e., defense contractors or Department of National Defense (DND) and Canadian Forces in Canada from the US require a Government Bill of Lading (GBL) vice a Commercial Bill of Lading (CBL), and a Form 7525-V, Shipper's Export Declaration (SED), Figure 202-6, when transiting the border. Paragraph E.4.a, Chapter 206, Paragraph D.3, and this Regulation, Part V, Chapter 514, Paragraph B define the procedures to ship US government-owned items or items procured by the Canadian DND. Part V, Chapter 508, contains information on US export procedures including SED preparation.
  - a. Shipments to Canada, via rail and motor, must clear both United States Bureau of Customs and Border Protection (CBP) for export and Canada Border Services Agency (CBSA) for import. Most DOD shipments to Canada are exempt from an export license under 22 CFR 126.5, Canadian Exemptions. However, items on the United States Munitions List (USML), when shipped to non-DOD locations, i.e., defense contractor facilities, must be shipped using a GBL and a SED submitted electronically to CBP's Automated Export System (AES).
  - b. SEDs must be filed electronically using the AES Direct website, <http://www.aesdirect.gov>. Paper SEDs alone with the shipment are not sufficient. Links to the AES Direct website, User's Guide, and instructions on how to complete the electronic version of the SED are located on the DOD Customs/Border Clearance Program website at <https://business.transcom.mil/applications/customs/dodcustoms.cfm>.
4. GBL annotations depend on the category of shipment. Shipments to Canada fall into two categories: US Government-owned or items procured by the Canadian DND.
  - a. When shipping U.S. Government-owned material, which will remain so while in Canada, the GBL will be annotated with the following statement: "Free entry under Canadian customs, Tariff Item No.9810.00.00. Value for Canadian customs purposes \$ (dollar amount)." When a US military vehicle is carrying this shipment, no other documentation is required other than an additional copy of the vehicle manifest for Canadian customs purposes, which must be presented to Canadian customs upon entry. When a commercial carrier transports a shipment consigned to either a US military unit collocated with a Canadian DND unit, or consigned directly to a Canadian DND unit, the following is required: a copy of the GBL, the name of the commercial carrier transporting the material, when the material will enter Canada, and which border crossing will be used. FAX this information to the National Defense Headquarters Canada Forces (NDHQ CD) Customs 613 992-9921 or 613 995-2287. If necessary, contact the NDHQ CD Customs section at 613 995-0834 or 613 996-0290, DSN 842.

- b. When shipping items procured by the DND, a SED is required with references to each DD Form 1348-1A, Issue Release/Receipt Document, Figure 202-7, including the Document Identification (DOC ID), description, and value. Attach a copy of the SED and each DD Form 1348-1A to the GBL and another SED to Box 1 of each shipment. The commercial carrier must be Canadian customs bonded. The DND broker for Canadian customs clearance must deliver all shipments "In Bond".
- c. When shipping USML items to commercial contractors in Canada under 22 CFR 126.5, the contractor must be registered with the Canadian Controlled Goods Program. Registered companies using the Controlled Goods Program can be located at <http://www.cgp.gc.ca/cgrp/text/cgrp/search-e.asp>.
5. Temporary Waiver of requirement for use of SEDs to accompany USML items and Canadian DND procured items. Due to noncompatibility of DOD and US Customs Service shipping systems, DOD shippers are currently exempt from the requirement to submit electronic SEDs to accompany USML and Canadian DND procured items via the CBP's AES. This waiver is temporary in nature, intended to continue only until DOD shippers will be able to access and utilize AES, and is not expected to remain in force beyond 31 December 2004. It is strongly recommended that DOD shippers consult the USTRANSCOM Customs Information Web Site to determine current status of this temporary waiver.

#### **F. INTRATHEATER FERRY SERVICE**

Cargo originating at an inland location and moved by truck or rail (for which ferry service may be required incidental to the total overland movement) will be routed by TOs using approved tenders, agreements, or conventions on IROs.

#### **G. PROOF OF SHIPMENT AND PROOF OF DELIVERY (POD)**

1. Tenders may contain provisions for carriers to furnish proof of shipment and POD records.
2. Proof of shipment is a paper or electronic carrier record provided by the carrier at the time of shipment and signed by the origin TO or representative. The signed copy of the proof of shipment provides the shipper with evidence a specific shipment was tendered to a carrier for transportation.
3. POD is a paper or electronic record maintained by the carrier that establishes when a specific shipment was offered for delivery at the destination and when it was accepted for delivery as authenticated by the signature of the consignee TO or representative.
4. Proof of receipt for delivery at the stopoff/unloading point will utilize DD Form 1371, Consignee's Receipt for Delivery at Stopoff/Unloading Point, Figure 202-8.
5. All DOD shipments must comply with DOD ITV requirements by having carriers submit movement data to GTN via EDI using ANSI X12 codes IAW DOD timeliness criteria or best business reporting procedures.

## **H. UNDELIVERABLE SHIPMENTS**

When a TO is advised a shipment is undeliverable due to natural disaster, labor dispute, or other such conditions, the TO will coordinate with the shipping or receiving authority for disposition. (See Chapter 210 for Transportation Discrepancy Report [TDR] procedures.)

## **I. DRAYAGE, PICK-UP, AND DELIVERY SERVICES**

In the CONUS, commercial transportation will be used for drayage, pick-up, and delivery services when practical. Government-owned transportation will be used as efficiently as possible, only during peacetime, to provide essential training for operational personnel and to meet logistics needs consistent with fostering development of military useful commercial capabilities. In OCONUS theaters, the policy is to maximize use of Government-owned assets and use commercial transportation when requirements exceed capability of Government-owned assets.

## **J. DEMURRAGE, DETENTION, AND STORAGE**

1. The TO will be familiar with SDDC freight traffic rules for demurrage, detention, and storage and take action to keep charges at a minimum. The TO will inform activity CDRs of conditions that may cause excess charges. Assistance in determining correct charges will be provided by SDDC or the theater CDR upon request.
2. For locally paid services, e.g., crane services, the carrier will bill the party responsible for incurring the charge. Local funds will be used for payment of the charges. See Chapter 212, Paragraph C.3.c. (2) for additional information on PowerTrack e-bill payments.

## **K. HOLDING, DIVERSION, AND RECONSIGNMENT**

1. For domestic and intratheater shipments, the TO will issue diversion or reconsignment instructions directly to a carrier using a BL Correction Notice (See Chapter 206, Paragraphs H and M.)
2. For international and/or intertheater shipments, the TO will obtain approval from the clearance authority prior to issuing diversion or reconsignment instructions to the carrier.
3. Holding and Diversion.
  - a. Holding and diverting are actions in which a shipper may be involved due to irregular or interrupted movement of cargo in the DTS. In addition to the instructions below, formats for documenting these actions are detailed in Appendix T.
    - (1) The shipper may be required to hold a shipment for a variety of reasons including a consolidation delay, a wait for an export traffic release, or an embargo. These and other reasons for a transportation delay are listed in Table 202-2. The list also contains the transportation holding delay codes for DOD Manual (DODM) 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP) shipments that the shipper enters in Record Position (rp) 51 of the MILSTRIP shipment status record/entry. By including this holding code or its explanation on shipment planning records, the shipper is able to research the cause of any shipment delays. Except for transportation delays as mentioned above, the shipper will not hold material requisitioned under MILSTRIP unless directed to do so by the supply source. For non-MILSTRIP shipments, the

shipping activity responsible for moving the material may hold the material when necessary. As an exception to blanket holds placed on shipments during mass cancellation situations, shipments with “555” in the Required Delivery Date (RDD) field (rp 62–64, DD Form 1348-1A) are not held, but processed by the shipper IAW the TP.

One of the following codes will be used to record and/or report a transportation delay as outlined in this chapter and Appendix T:

- (2) A transportation diversion may be a change of mode, e.g., from air to water, a change of destination, and/or a change of route. Except for mode change, the shipper will not divert material requisitioned under MILSTRIP unless directed to do so by the supply source.
- b. A diversion between modes is a routine occurrence during the clearance process and the shipper will follow the instructions issued by the clearance authority. This type of diversion may happen as a result of:
- (1) A change in the urgency of need. Such a change may result in a planned air shipment being moved by surface or a surface shipment by air. A change in urgency of need may occur while the shipment is anywhere in the transportation system with the related diversion coordinated by the clearance authority.
  - (2) The challenge process during air clearance. Requisitions with a Time-Definite Delivery (TDD) priority designator 01-03 and all RDDs (including blank RDD field) are designated as Expedited Transportation (TP-1); Expedited Transportation (TP-2) is assigned for requisition priority designators 04 through 15 and RDDs 444, 555, 777, N\_\_, E\_\_, or RDD Julian date that is eight days or less from the Julian date the requisition or associated shipment is being processed. TP-1 and TP-2 normally move by premium (air) transportation. When the actual need does not justify the additional expense normally associated with air transportation, the requisitioner may authorize the shipper or the ACA to direct diversion of the shipment movement by a surface mode. Such a diversion occurs at the shipping point before actual movement. The air clearance process is described in Paragraph Y.3.c.
- c. A diversion to a different consignee or destination may result from conditions such as:
- (1) Strikes, national disturbances, or Acts of God.
  - (2) Supply cancellations.
  - (3) Terminations of projects.
  - (4) Changes in logistics buildup.
  - (5) Modification of Permanent Change of Station (PCS) orders authorizing personal property shipments.
  - (6) Change in the receiving units, to include mobile units.



- d. A diversion in the route of a shipment normally occurs after it leaves the shipper. Such change in route is only within a particular mode, i.e., air or water, and usually directed and coordinated by the clearance authority.

## **L. TRACING AND TRACKING**

1. If the shipment is not delivered by the RDD, Delivery Date (DD) (for AA&E shipments only) or within TDD time standards, the shipper or consignee will initiate tracer action. When tracing service is required, a request may be placed by the TO at the shipping activity directly with the carrier involved.
2. Advance shipment data for inbound shipments will be checked routinely for status of undelivered shipments. Tracer action will be initiated, if needed.
3. Routine cargo movement tracking and tracing may be accomplished using GTN. GTN provides C2 and ITV information that integrates automated information support to the DOD. GTN is the designated DOD system for ITV. GTN access may be obtained through the GTN Web page at <https://business.transcom.mil/> and selecting GTN from the sidebar menu items. The evaluation criteria, Table 202-3, are provided to evaluate current systems capabilities and identify improvements after analysis of impact, cost, and value-added.
4. Shipment tracing formats using the formats detailed in Appendix T allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. While tracing assistance is normally obtained from the clearance authorities, the shipper may occasionally be asked for shipping data. The shipper must respond to such requests by providing all available information.

## **M. EXPEDITED SERVICE**

1. Small package air: DOD BPA for CONUS small package express service shipments 0-150 pounds under the GSA MAS may be used when a shipment is urgently needed at destination. When expedited service is required, the shipping TO will order the service from the carrier and comply with the DOD BPA contract at <https://amclg.scott.af.mil/don/domexpress/spsindex.htm>.
2. Ground: Expedited service for TL and Less than Truckload (LTL), for shipments greater than 150 pounds, may be used when a shipment is urgently needed at destination. When expedited TL or LTL service is required, the shipping TO will order it from the carrier or contractor and comply with the contract or tender of service.

## **N. TRANSIT TIMES**

1. TDD time standards apply. (See Appendix U.)
2. As an option, TOs may use the DOD Standard Transit Time Guide-Truckload, Figure 202-9, and the DOD Standard Transit Time Guide-Less Truckload, Figure 202-10, to determine acceptable transit times for motor. Report transit times not met IAW Chapter 207. Transit times for small package express carriers are those shown in the carrier's service guide for the level of service provided.



3. The shipper/TO must identify a DD for AA&E shipments moving under Satellite Motor Surveillance Service (SNS) consistent with the transit times in Figure 202-9 and Figure 202-10. Transit times not met will be reported IAW Chapter 207.
4. Computation of transit times:
  - a. Transit time starts when a shipment is picked up by the origin carrier and stops when the shipment is offered for delivery or delivered. The day of pickup is counted but the day of delivery is not.
  - b. Weekends and holidays will not be included, except as outlined in Paragraph N.5, below.
5. Exceptions to DOD Standard Transit Time Guides are as follows:
  - a. RDD on BL.
  - b. Oversize, overweight, or HAZMAT shipments that have movement constraints, such as daylight movement only.
  - c. Shipments under FAR-based contracts.
  - d. Shipments moved under agreements other than FAR-based contracts and which specify transit times.

#### **O. PERMITS FOR MOTOR SHIPMENTS**

1. The DOD policy is to comply with state and local laws, regulations, ordinances, and toll authority regulations relating to vehicle size and weight limitations. No vehicular movement exceeding legal size and weight limitations or any other special movement requiring highway permits will be made over public highways unless prior permission is obtained from the state or local authority. For details associated with moving oversize/overweight equipment and convoy operations see this Regulation, Part III, Mobility, Appendix F, Permits for Military Movements on United States Public Highways and Army Convoy Operations and Procedures.
2. The DOD policy is to move extremely oversize/overweight equipment by a means other than highway. Rail or water carriage will be used.
3. Carriers are required to obtain all necessary permits. Shipping activities must not release DOD oversize/overweight cargo shipments until the carrier has notified or presented the shipping activity with a written statement that they have, or will be able to obtain, required state road-use permits. Under unusual situations, that is when a shipment by motor carrier has been certified as essential to national defense, the TO will request assistance from the SDDC Operations Center or the theater CDR.
4. Units using Military-Owned Vehicles (MOVs) are required to obtain all permits necessary for convoy or motor shipments. (See this Regulation, Part III.)

## **P. USE OF CARRIER EQUIPMENT**

1. The TO will:
  - a. Ensure the equipment is suitable for its intended purpose and reject it if unsuitable.
  - b. Annotate the BL when the equipment furnished differs from that ordered.
  - c. Ensure shipments are properly loaded, blocked, braced, and secured to prevent damage. An actual count will be made and a record kept of all items loaded into carrier equipment. This record will show shipment identification, carrier equipment number, time, date, and checker's signature.
  - d. Place seals on carrier equipment when exclusive use or protective service is required. Annotate seal numbers on the BL. If seals are removed, carriers will notify consignor and consignee and annotate the BL with new seal numbers.
  - e. Ensure the carrier is provided copies of the shipment documentation.
2. Loading and Unloading:
  - a. When tariffs or tenders require the carriers to make cargo accessible to the tailgate to off-load vehicle, the carriers are liable for personal injury or property damage. The Government will be liable when the decision is made that it will perform these services for reasons of expediency or convenience.
  - b. Loading/unloading by the carrier is an accessorial service to be paid using PowerTrack business rules.
3. Rail Equipment:
  - a. Ensure placement of placards marked "Documents This Door" and "Documents Other Door" to indicate the location of shipping documents in a closed rail car.
  - b. In the CONUS, when DOD personnel through negligent or accidental acts cause damage to a rail car, the rail carrier will issue a defect card that establishes liability for damaged railroad-owned equipment. The defect card may be acknowledged by the TO after consultation with their legal office.

## **Q. DFRIF**

1. This fleet is used in preference to commercial rail equipment to satisfy DOD Component mission requirements, except when the use of commercial equipment produces a lower overall cost.
2. The SDDC Operations Center controls the assignment, use, and maintenance of DFRIF equipment. It exercises control over the assignment and use of the cars through a contractor. Approving a car for repairs is exercised by the SDDC Operations Center.

3. Current information concerning the DFRIF, including how to contact the SDDC contractor, is available on the Internet at <http://www.sddc.army.mil/>; (click on Global Cargo Distribution, Domestic (more), Defense Freight Railway Interchange Fleet). The SDDC fleet manager may be contacted by e-mail at: DODX@sddc.army.mil, by calling Commercial: 757 878-7473, DSN: 826-7473, or by writing:

SDDC Operations Center  
ATTN: SDG3-GD-DA  
661 Sheppard Place  
Ft. Eustis, VA 23604-1644

4. TOs who are regular users of DFRIF equipment must obtain a user name and password for accessing the DFRIF contractor's web site. The site will be used for ordering DFRIF cars, for reporting the shipment and receipt of cars, and for obtaining routing instructions for empty cars that are no longer required at an installation. User names and passwords can be obtained by sending an e-mail requesting the same to: DODX@sddc.army.mil. Infrequent users may communicate with the contractor through SDDC by using the DODX@sddc.army.mil e-mail address.
5. When DFRIF equipment is desired for loading, TOs will submit requests to the SDDC contractor via the contractor's web site. Cars requested less than 10 days before the desired loading may not be received in time. The request must specify the following:
  - a. Type of equipment desired.
  - b. Commodity to be shipped.
  - c. Origin loading point.
  - d. Destination unloading point.
  - e. Date equipment is required for loading.
  - f. Period for which equipment is required, if cars will not be loaded, shipped, or unloaded promptly or will be held at destination after unloading.
6. When releasing empty cars:
  - a. Do not reverse route empty cars. Contact the SDDC contractor for destination and routing instructions. Use these instructions to prepare a BL and annotate the BL: "Free under the provisions of Freight Tariff RPS 6007, Mileage Allowances and Rules."
  - b. Ensure chain tie-down assemblies are secured so that they will not pose a safety hazard while in transit.
7. Submit a shipment or receipt report via the DFRIF contractor's web site by the close of business each workday that a DFRIF car is received or shipped. The contractor's web site can also be used to monitor the en route movement of cars en route to and from an installation.

8. Take care of cars as follows:
  - a. Promptly load and unload cars to make them available for other users.
  - b. If a car is delivered with evidence of recent damage, request a defect card from the delivering carrier. Defect cards are used by the railroad industry to acknowledge responsibility for unrepaired damage. Notify the SDDC Operations Center of the circumstances of the accident or damage occurring to DFRIF equipment.
  - c. Establish local procedures for prevention of damage to DFRIF equipment during loading, unloading, or movement. Installations are responsible for obtaining and funding repairs to DFRIF equipment damaged while in their possession, unless the SDDC Operations Center finds a commercial railroad at fault. Upon a request by the SDDC Operations Center, arrange with the serving railroad for repair of DFRIF equipment. Ensure that no welding, cutting, or alterations are made to DFRIF equipment without prior approval of the SDDC Operations Center.
  - d. Ensure each car equipped with chain tie-down assemblies has not less than 32 or more than 36 functioning assemblies. This will be done by removing damaged assemblies for repair and then swapping assemblies among cars on hand. If there is still a shortage of functioning assemblies, contact the SDDC Operations Center to obtain the required quantity. Place the damaged assemblies in drums, or other containers suitable for shipping to repair facilities, as directed by the SDDC Operations Center.
  - e. Do not use DFRIF equipment for installation transportation or as storage without prior approval from the SDDC Operations Center. If permission is received to store equipment on chain tie-down flat cars, do not tighten chain tie-down assemblies until the car is to be shipped. Unnecessary tension on the assemblies reduces the useful life of their shock absorbers. Exercise the axle bearings on cars on hand by moving them at least 100 feet at least once every three months.

## **R. WEIGHING CARGO**

1. TOs will determine the actual weight of a shipment IAW weight agreements in effect. If a weight agreement is not in effect, the weight of shipments will be determined by the use of tariff or actual weights.
2. Records maintained in connection with weight agreements (including shipper's weight certificates), weight correction verifications, and annual scale inspection records will be maintained by the shipping activity.
3. Authorized carrier representatives will be allowed to inspect original records and verify weights and descriptions of commodities certified on the BL.

## **S. ANIMAL SHIPMENTS**

TOs will:

1. Obtain inspections, health certificates, reports, and any other tests required by Service regulations and the carrier.
2. Provide health certificates to the carrier driver or agent.
3. Supervise loading and handling according to Service regulations.
4. Furnish detailed instructions to attendants.
5. Ensure all shipments conform to carrier rules and regulations.

## **T. PREPARATION, DESCRIPTION, AND CONSOLIDATION OF CARGO**

TOs will:

1. Pack, label, describe, and document shipments IAW Chapters 203, 206, 208, and other regulations.
2. Consolidate shipments to the maximum extent.
3. Use stopoff privileges.

## **U. EXCESS VALUATION**

When a TO determines it is desirable to declare a valuation in excess of that which produces the lowest rate because of the peculiar nature or unusual value of a shipment, the TO must obtain specific authority from Service HQs (unless authority is delegated). Excess or increased valuation is an accessorial service that must be annotated on the BL and the carrier notified of the need for the service.

## **V. LIFTING AND TIEDOWN PROCEDURES**

1. General. Proper tiedown, lifting, and loading procedures are critical to ensuring that the cargo will be delivered on time and without damage. Vehicles must be lifted to avoid structural damage. Also, tremendous forces and stresses occur during shipment requiring that the cargo be secured adequately to prevent loads shifting during transit.
2. Guidance. The following SDDC TEA Publications provide guidance on tiedown, lifting, and loading procedures:
  - a. SDDC TEA Pamphlet 55-19, Tiedown Handbook for Rail Movements.
  - b. SDDC TEA Pamphlet 55-20, Tiedown Handbook for Truck Movements.
  - c. SDDC TEA Pamphlet 55-21, Lifting and Tiedown Handbook for Helicopter Movements.
  - d. SDDC TEA Pamphlet 55-22, Marine Lifting and Lashing Handbook.

- e. SDDC TEA Pamphlet 55-23, Tiedown Handbook for Containerized Movements.
  - f. SDDC TEA Pamphlet 55-24, Vehicle Preparation Handbook for Fixed Wing Air Movements.
3. Copies of these publications can be obtained by writing to CDR, SDDC TEA, 720 Thimble Shoals Blvd., Suite 130, Newport News, VA 23606-2574, or DSN: 826-4646, Commercial: 757 599-1113 or at <http://www.tea.army.mil/pubs/default.asp>, then click on Deployability Engineering.

## **W. DRIVEAWAY AND TRUCKAWAY SERVICE**

Shipping TOs will:

1. Ensure that the required preliminary vehicle maintenance and/or servicing has been performed before surrender of the vehicle to the carrier, and give the carrier an opportunity to determine that the vehicle is in satisfactory, driveable condition.
2. Advise the carrier of any vehicle that requires special handling and/or operation, and annotate the BL accordingly. Normally, each vehicle subject to this requirement will be shipped on a separate BL.
3. Ensure that governors are properly installed and sealed on those vehicles equipped with governors.
4. Furnish the carrier operator with a set of DD Form 651, Carrier's Report of Damage or Breakdown, Figure 202-11, with the NOTE in Item 8 completed for each vehicle to be transported in driveaway service.

## **X. POLICY ON INTERMODAL SURFACE CONTAINERS AND USE OF CCPS**

1. Intermodal Surface Containers:
  - a. Movement of cargo in containers (Commercial/Government-owned/leased shipping container (SEAVAN) and Military Van (MILVAN)) is the preferred method for shipping DOD-sponsored export cargo. The Government can derive maximum benefits when cargo is shipped in containers at or near the supply source and delivered directly to the ultimate user. Procurement bid evaluations, stockage, criteria, requisition order quantities, and shipment planning will take into account source stuffing of containers whenever container service is available and overall distribution costs are favorable. When cargo is not sufficient at the source for container stuffing, it will be forwarded to a CCP or shipped to a military sea terminal, as directed by the clearance authority, as prescribed by Appendix R.
  - b. The primary objective is to obtain maximum efficiencies from the use of container service at the lowest overall cost to the Government, while meeting cargo delivery requirements. Shipping activities will stuff each container to the maximum extent possible, taking into account such factors as the cargo hold time, if it is single or multiple consignee delivery, the configuration and density of the cargo, and the availability of specific size containers.
  - c. Information on the use, management, and control of containers may be found in DOD Regulation (DODR) 4500.9-R, Part VI, Management and Control of Intermodal Containers and System 463L Equipment.

2. Use of CCPs:
  - a. The movement of export cargo to a CCP does not require the submission of a DD Form 1086 (Figure 202-2), but will be routed IAW this Chapter.
  - b. Cargo routed through the CCP for containerization will meet the criteria prescribed for each CCP in Chapter 203, Paragraph C.3.

## **Y. OCEAN AND AIR SHIPMENT PROCEDURES**

1. General. The procedures in this section establish overall guidance for a TO or other responsible authority to prepare and submit movement requirements of export cargo to the designated clearance authority.
2. Ocean Shipments. The SDDC provides intermodal sealift service to DOD activities worldwide. This service is provided between CONUS and overseas theaters, between overseas theaters, and within overseas theaters. This service is characterized by use of ocean vessels for over-ocean movement and includes the use of trucks, railroads, barges, convoys, and/or pipelines for over-land movement.
  - a. Procedural Requirements. SDDC provides regular sealift service by contracting with ocean carriers to provide over-ocean service and some over-land movement services. SDDC negotiates a Universal Services Contract (USC) for most sealift services and regional contracts for sealift services in certain geographic areas, e.g., Guam, Hawaii.
    - (1) SDDC will negotiate contractual changes, including new contracts and/or modifications to existing contracts, with commercial carriers. The USC will be the default contractual vehicle for providing services. Routes and lanes of traffic will be established by SDDC based on warfighter requirements and carrier services.
    - (2) SDDC will coordinate the shipment booking process with the warfighter unit, shipper, commercial carrier and other parties. Coordination will include advising the parties of the processes, POCs, and other requirements of the booking process.
    - (3) During contingencies, SDDC may obtain sealift services by other means. If regular commercial service is insufficient, SDDC will charter additional capacity or request mobilization of reserve naval vessels controlled by MSC.
  - b. Establishing Requirements. The process of establishing requirements includes establishment of initial requirements; changing, increasing or decreasing existing requirements; and canceling existing requirements.
    - (1) The warfighter unit will coordinate its operational requirements, including distribution capacity needed to support proposed operations, with its HQ, IAW Service and unified combatant command procedures. The warfighter unit will then coordinate its distribution capacity requirements with USTRANSCOM or SDDC Operations Center and with the SDDC Transportation Group. The warfighter unit will coordinate initial or new requirements with USTRANSCOM, which will determine the channel. USTRANSCOM will then delegate channel fulfillment to AMC or SDDC Operations Center. The warfighter unit will coordinate continuing or routine sealift requirements directly with SDDC Operations Center. In the event that a requirement is sent to the



wrong organization, USTRANSCOM or AMC and SDDC Operations Centers will direct the requirement to the fulfillment center. Coordination communications will be free form text via e-mail, telephone, or electric message, and will typically be an iterative process.

- (2) SDDC will meet special requirements including high priority requirements, unique movements and short fused requirements on a case-by-case basis. High priority requirements include wartime needs. The warfighter will coordinate its requirements in the same manner as routine requirements but will indicate to SDDC the higher priority and other unusual features of the requirement. Unique movements will be designated as One Time Only (OTO) movements.
- c. The booking authority for ocean shipments process is assigned to the SDDC Operations Center. These ocean shipments require an Export Traffic Release (ETR) from the designated SDDC clearance authority IAW Paragraph Y.2. Shippers will submit export cargo requirements via a DD Form 1086 (Figure 202-2), to the designated OCCA or Ocean Cargo Booking Office (OCBO) using data elements and formats set forth in Appendix D, Paragraphs A and B. Export shipments will not be loaded or tendered to a linehaul carrier until an ETR is obtained. OCONUS country requirements are contained in Status of Forces Agreements (SOFAs) established by the theater CDR and the HN or established theater Command directive.
- (1) The Release Unit (RU) ocean shipments requiring the submission of ETRRs, DD Form 1086 (Figure 202-2.) are:
  - (a) Cargo in lots of 10,000 pounds (lbs) or more.
  - (b) Cargo in lots of 800 cubic feet or more.
  - (c) Vehicles by driveaway service.
  - (d) Containerized cargo. Full containers (SEAVANs/MILVANs), including specialized equipment, such as flat racks, moving under terms and conditions of an SDDC contract/agreement or ocean carrier tariff.
  - (e) Non-containerizable cargo, i.e., outsize/overweight items or other items for which containerization is not possible or practical. Chapter 203, Paragraph B.13.b provides guidelines for routing low volumes of export shipments of non-containerized cargo to CONUS ports without prior clearance.
  - (f) Special Category (CAT) cargo. Special CAT cargo (shipments in any quantity) is comprised of the following:
    - 1 Small arms.
    - 2 Munitions, explosives, poisons 6.1 or 2.3, radioactive materials, or other HAZMAT as defined in 49 CFR, except those radioactive materials that are declared exempt under 49 CFR, the International Air Transport Association (IATA), and the International Maritime Organization/Dangerous Goods Code (IMDGC). See Chapter 204 for HAZMAT.

- 3 Material classified SECRET or CONFIDENTIAL. Refer to Chapter 205 for further guidance.
- 4 Narcotics and drug paraphernalia.
- 5 Perishable biological material.
- 6 Temperature-controlled cargo.

(2) Issuance of an ETR.

- (a) The ETR will be provided to the TO within three working days from the time of receipt at the OCCA. If, for any reason, the clearance authority cannot issue a cargo clearance within three working days, then the clearance authority will advise the offeror of the reasons for the delay and an estimated time when it will be cleared using the format in Appendix D, Paragraph F. Any shipments available 10 or more days in advance will be cleared not later than the shipper-established lead time necessary to ensure processing and transit to the port.
  - (b) The format for ETRs will be as shown in the sample ETR messages for containerizable and non-containerizable (Breakbulk [BB]) shipments in Appendix D, Figure D-1 and Figure D-2. Appendix D, Paragraph E, contains an explanation of the additional data elements (R56) used for container shipments.
  - (c) The clearance authority will transmit an ETR to the requesting activity, normally by the same means of communication used for submission of the ETRR.
  - (d) Shipments covered by separate ETRs will not be combined without prior approval from the clearance authority. When approval is received, enter all ETR reference numbers on the BL.
  - (e) Report cancellations of ETRs promptly to the clearance authority using the format in Appendix D, Paragraph G.
  - (f) Increases/decreases in cargo volume that do not affect the number/type/size containers booked with ocean carriers do not need approval from the clearance authority. No other deviation from the ETR clearance instructions is permitted without prior coordination and approval by the clearance authority.
- d. Direct booked ocean cargo. Under the direct booking process, SDDC centrally manages the contract acquisition/ administrations function while allowing the transportation service requester (shipper) to book directly with the sealift ocean carrier.
- (1) The direct booking process will remain within the Commercial Liner Business area for containerized shipments moving under SDDC contracts (USCs, Regional Domestic Contract, Dedicated Contracts and selected tariff based shipments).

- (2) SDDC designates Ordering Officers (OO) for transportation service requesters and only they are allowed to book cargo under the specific contract with the designated carrier.
  - (a) The shipper relays the request for service to the carrier by using the carrier's web based booking system and enters the booking information.
  - (b) The carrier confirms the booking via their web based booking system. The carriers booking number replaces the Port Call File Number.
  - (c) The carrier begins actual service by providing equipment to the shipper or having the shipper select equipment from their approved container pool.
- (3) The SDDC Operations Center is the OCCA and is responsible for DOD-sponsored shipments and passengers worldwide for ocean movement within the DTS. OCBOs are designated by the SDDC Operations Center. In the CONUS, the SDDC Operations Center is the single Water Clearance Authority (WCA) and controls the movement of export/import cargo through sea terminals. OCONUS, the theater CDR designates WCAs in coordination with the SDDC Operations Center. Shippers may use Appendix R to select the clearance authority. It lists clearance authorities and OCBOs located throughout the world. They are separated by mode (i.e., air and sea), as well as location.
- (4) ATCMD and Transportation Control and Movement Document (TCMD) data will be prepared and transmitted for all export surface cargo, as prescribed in Chapter 203, Paragraph B.18.d.
- (5) Shipments moving under commercial tariffs and tenders of service require a BL prepared IAW with Chapter 206.

### 3. Air Shipments.

- a. Airlift Selection. An AMC-arranged/operated/negotiated airlift will be utilized unless the requisitioner/Service/Agency documents a negative critical mission impact to justify non-use to the TO. In the event of critical mission needs, use the following order of precedence in airlift selection:
  - (1) Contracted airlift on CRAF carriers.
  - (2) Other CRAF carriers.
  - (3) DOD-approved US flag carriers.
  - (4) DOD-approved foreign flag carriers.
  - (5) Non-DOD approved carriers.
- b. International DOD Shipments. The Worldwide Express (WWX) contract must be used if a shipment requires commercial express time-definite, door-to-door (origin to destination) delivery to a WWX location and falls within limitations specified in the WWX contract. The WWX contract applies to all international DOD air eligible shipments up to and including 150 lbs per piece when dimensions of each piece do not exceed 108 inches in length or 130 inches in length and girth combined.

c. Shipping Procedures.

- (1) Prior to forwarding a shipment to an aerial port, the TO will submit ATCMD data to the ACA identified in Appendix R. For CONUS export shipments, submit ATCMDs to the Financial and Air Clearance Transportation System (FACTS), which is an automated means to request and receive air clearance, minimizing call-ins and FAXes to the ACAs. (For access to FACTS, contact the FACTS Help Desk at DSN: 646-5524 or Commercial: 757 443-5524.). Clearance authorities must clear or challenge the movement request IAW Service challenge criteria, Joint doctrine and regulations, and any existing specified requirements prioritization guidance as identified by the supported CDR. If challenged, the requisitioner must then justify the airlift requirement. In addition, shippers will coordinate special requirements, e.g., munitions movements and outsized cargo requiring special Materials Handling Equipment (MHE), storage, or handling before delivery to the APOE, IAW the TFG and Paragraph Z of this Chapter. In the absence of the TFG guidance, coordinate receipt at least 72 hours before delivery. Coordination of short-notice requirements must be accomplished as soon as possible. Shipments of explosives require an APOE clearance number that the ACA obtains for the shipper prior to releasing the shipment to the carrier. Shipments of courier material, perishables, and working dogs require notification to the APOE by the ACA prior to releasing the shipment to the carrier. This requirement applies to shipments originating at both CONUS and OCONUS APOEs or air terminals. APOE clearance for munitions shipments for in transit handling or storage-pending movement must be coordinated with the Joint Munitions Transportation Coordinating Activity (JMTCA) (see Paragraph Z) by submitting the movement planning and ATCMD data to both the JMTCA and ACA.
  - (a) The APOE/APOD may be obtained from the AMC Sequence Listing for Channel Traffic available at <https://tacc.scott.af.mil/directorates/xog/docs/sequencelisting.pdf>. The contact phone number is DSN: 779-2865, FAX: 779-0157, or Commercial: 618 229-2865.
  - (b) Green sheet procedures may be used to increase movement precedence over all other categories of the requesting service. Refer to Chapter 203, Paragraph B.3.e. Contact the clearance authority for validation of green sheet requests.
  - (c) Requests for Special Assignment Airlift Missions (SAAMs) must be routed via the Service validator to USTRANSCOM/TCJ3-ODJ, 508 Scott Dr., Scott AFB IL 62225. SAAM requests must be submitted to USTRANSCOM with informational copies to 18 Air Force (AF) TACC/XOOMS. See Appendix Q, for SAAM request format and instructions.

**NOTE:** Only validators can submit SAAM requests to USTRANSCOM.
  - (d) Use of Deferred Air Freight (TP-4) service is provided by AMC on a limited basis. Refer to Chapter 203, Paragraph B.4.f for the clearance authority or AMC aerial port for availability and procedures.
- (2) For DOD international tenders, prepare documentation IAW with tenders, which can be obtained by contacting AMC or the carrier.

- (a) International Small Package is for international shipments less than 150 lbs.
  - (b) International Heavy Weight is for international shipments over 150 lbs.
  - (c) Special (OTO) is for international shipments with special requirements.
- (3) For commercial air, prepare a BL IAW Chapter 206 of this regulation.
- d. AMC Channel Service. AMC channel service is provided to DOD activities worldwide. This service is performed between the CONUS and OCONUS theaters, between OCONUS theaters, and within OCONUS theaters. Two types of channel service are available:
  - (1) Requirements channels. The amount and type of airlift provided is determined by the quantity of traffic generated.
  - (2) Frequency channels. A frequency channel is established when traffic requirements do not provide the desired minimum amount of service. Frequency channel airlift is validated and requested by the theater CDR or Service HQs on the basis of operational necessity for support of a mission-sensitive area or for morale purposes to remote areas.
    - (a) Mission-sensitive areas include safe movement of classified material, Security Assistance Program (SAP) support, or locations where service is required on a national interest basis.
    - (b) Morale purposes include movement of mail, personnel on leave, subsistence items, and other requirements in support of remote locations where alternative modes of transportation are not available.
- e. AMC Channels: Establish, Suspend, or Cancel. Requests to establish or change (excluding suspension or cancellation) AMC channels must include:
  - (1) The type of channel service required.
    - (a) Frequency or requirements channel.
    - (b) Passenger, cargo, or mixed passenger and cargo.
  - (2) The required OCONUS destination. Include recommended POD and origin country and/or POE, en route stops or combinations with other channels, and any known HN restrictions at destination, e.g., no arrivals or departures permitted on certain days/hours.
  - (3) The reason why AMC service is required, or why the existing channel or commercial service will not satisfy the requirement (for changes, the reason why the existing channel service requires change).
  - (4) Estimated monthly movement requirements (number of DOD-sponsored passengers and/or tons of cargo).
  - (5) For frequency channels, the desired frequency, e.g., weekly, biweekly, twice a month, monthly.
  - (6) The required date to start or change service.

(7) The Theater CDR's responsibilities.

- (a) Requests to establish/change channel service will be sent to USTRANSCOM SCOTT AFB IL//TCJ5//. Information copies will be sent to 18 AF TACC SCOTT AFB IL//XOG//, the HQ of the Service(s) primarily affected by the new or changed channel, and other affected DOD Agencies, e.g., DLA for cargo channels.
- (b) If a channel request originates below the OCONUS theater CDR level, it will be sent to the theater CDR before being routed to USTRANSCOM, AMC, and Services HQs. The theater CDR will ensure prior coordination with other DOD component users of the channel. Except in contingency situations, if USTRANSCOM receives a new channel request, or a request to change existing channels from other than the OCONUS theater CDR, the request will be returned to the theater CDR for validation before further action.
- (c) A theater CDR who validates a channel must propose a Service or its OCONUS Component as co-validator.
  - 1 For a requirements channel, the co-validator is the Service or other DOD component with primary interest in the operation of that channel.
  - 2 For frequency channels, USTRANSCOM will ensure that:
    - a New channels are formally coordinated with the co-validator—the Service or its OCONUS Component who is identified or proposed as the validator (bill-payer) for the channel.
    - b Any changes to existing channels are formally coordinated with the co-validator.
  - 3 For requirements channels, cargo and passenger, USTRANSCOM will ensure that channel changes are formally coordinated with all Services with a significant presence in the OCONUS command or area affected, even if the Service is not the dominant user or the channel co-validator.
  - 4 For all channels, the AMC assessment/estimate will include:
    - a The proposed operating concept.
    - b The adequacy of support resources at the proposed POE and POD.
    - c Diplomatic, political, and country clearance considerations.
    - d The impact on the existing AMC channel structure.
- (8) Requests to suspend or cancel an AMC channel normally will not require such formal or extensive coordination.
  - (a) At a minimum, the request must originate from the theater CDR.
  - (b) If the channel being suspended or canceled is part of an AMC route that serves other channels, e.g., a mission servicing two frequency channels, or both US

Central Command (USCENTCOM) and US European Command (USEUCOM) AOR, USTRANSCOM will treat the request as a channel change for the purpose of identifying to the validator and co-validator the potential impact on underutilization costs.

- (c) In either case, an information copy of the request will be provided to all Service HQs (and DLA for cargo channels).
- (9) Action on channel request: USTRANSCOM will respond to the requesting theater CDR, the co-validator, and all other interested parties (Service HQ, other affected CDRs, DLA, other DOD agencies), indicating approval, disapproval, or modification of the channel request. If the request is approved, or modified, the USTRANSCOM response will include:
  - (a) Instructions to 18 AF TACC/XOG to take action to start/change channel operation and make publication changes.
  - (b) Proposed alternatives, with rationale.
- f. Channel Management. USTRANSCOM and AMC play an important role in channel management. Required actions include:
  - (1) Upon approval of a channel, HQ AMC/A88T will provide proposed tariff rates to 18 AF TACC/XOGD who will then forward them to USTRANSCOM/TCJ8 for subsequent submission to the Office of the Under Secretary of Defense, Comptroller, for approval.
  - (2) The AMC sequence listing will be prepared by 18 AF TACC/XOGD monthly at a minimum. A copy of the listing is available at <https://tacc.scott.af.mil/directorates/xog/docs/sequencelisting.pdf>, with updates posted. Contact phone is DSN: 779-2865, FAX: 779-0157, or Commercial: 618 229-2865. The AMC sequence listing will contain, as a minimum, the information below:
    - (a) Channel code.
    - (b) Channel name (including identification of APOE and APOD).
    - (c) Type of traffic authorized for movement over the channels, i.e., cargo, passenger, and/or Aeromedical Evacuation (AIREVAC) patient.
    - (d) Tariff rates (for estimates only).
    - (e) Indication of type of channel: frequency or requirements, and frequency of service if a frequency channel.
    - (f) Identification of the Service or theater validator of the channel.



- (3) 18 AF TACC/XOG will provide periodic reports (minimum quarterly) summarizing passenger and cargo utilization. HQ AMC/A88 will report the cost-to-revenue (by channel) information to USTRANSCOM and channel validators. 18 AF TACC/XOG will review all channels annually and advise USTRANSCOM of those that have not had significant movement for six consecutive months. 18 AF TACC/XOG will identify those channels that do not meet Allowable Cabin Load (ACL) utilization standards and report findings to USTRANSCOM/TCJ3-ODJ. USTRANSCOM will use channel utilization and cost-to-revenue information, along with costs associated with contract cancellations and mission cancellations, to coordinate with the DOD Components regarding the continued need for service on inefficient channels.
- (4) The Denton Amendment Humanitarian Program allows the DOD to provide space-available transportation of humanitarian cargo at little or no cost to the donor. The donor must demonstrate that there is a legitimate humanitarian need for the supplies by the people for whom they are intended, that the supplies will in fact be used for humanitarian purposes, and that the beneficiaries are capable of using the donated materiel safely. The minimum load requirement is 2000 lbs. (See this Regulation, Part III, Appendix G, Movement of Humanitarian Assistance (HA) Supplies.)
- (5) At the aerial port/terminal, AMC port personnel will take the following actions when processing Government Purchase Card (GPC) and Direct Vendor Delivery (DVD) purchase shipments for airlift:
  - (a) Receive and inspect the shipment from the commercial carrier.
  - (b) Frustrate the shipment to the Customer Service Branch (CSB) if the cargo is improperly documented or packaged and research to correct discrepancies.
  - (c) Process the shipment using automated systems if prepared and documented correctly or when discrepancies are resolved.
  - (d) If a shipment cannot be prepared or arranged for preparation by the shipper for airlift, divert it to surface movement.

**NOTE:** It is not the responsibility of the aerial port/terminal to correct shipments. Ports and terminals will assist whenever possible to fix documentation related problems. Aerial ports and terminals are not responsible for making corrections to HAZMAT that are not prepared or packaged for air movement.

4. Government-wide Purchase Card Shippers (Air Force). Refer to Air Force Instruction (AFI) 64-117, Government-wide Purchase Card Program, and AFI 24-201, Cargo Movement, for policy and procedures on OCONUS Government Purchase Card shipments. Cardholders and shippers may access the following web site for specific instructions to use when purchase card shipments will move in the DTS: <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/lot/cargo/documents/oconuscard.doc>.

## **Z. JMTCA**

1. The CDR, HQ US Army Joint Munitions Command (JMC), will establish and operate a JMTCA that will:
  - a. Develop procedures to receive airlift and sealift export requirements. This includes munitions under the Single Manager for Conventional Ammunition (SMCA) and DOD Component-unique munitions or non-SMCA munitions.
  - b. Provide DOD Component National Inventory Control Point (NICPs) and TOs with in transit data and maintain control of munitions.
  - c. Coordinate with DOD Component NICPs and TOs any required actions that may affect implementation of previously coordinated or future shipment schedules.
  - d. Receive annual forecasts of export (both CONUS and OCONUS) munitions requirements. Request detailed movement data from each Service twice a year.
  - e. Monitor the output of all production and storage sites and report any changes that will affect shipment planning to the NICP.
  - f. Receive all Service “Single Managed” munitions shipment requirements to include ATCMD data for airlift movement and requests for theater munitions clearance and for APOE/D munitions clearances. TOs will submit ATCMDs to FACTS and to the JMTCA via the Munitions Transportation Management System Web site: <https://www6.osc.army.mil/MTMS2000/LoginServlet>. The JMTCA will work with FACTS to obtain airlift and APOE clearance for the TO including making special arrangements.
  - g. Consolidate munitions requirements into shipload quantities and prepare an ETRR for submission to SDDC.
  - h. Inform the SDDC Operations Center of the desired on-berth date.
  - i. Establish, in conjunction with the SDDC Operations Center and TOs, a schedule for each approved vessel requirements plan. Develop and coordinate the munitions port delivery date. Provide the schedule to the SDDC Operations Center, ports, TOs, and DOD Component NICPs.
  - j. Monitor all shipments until lifted aboard vessel. Advise NICPs, TOs/receivers, and requisitioners of changes to ship planning messages. Prepare a final Report of Shipment (REPSHIP) message (see Figure 204-8) that informs all addressees of munitions loaded onto the ocean vessel.
  - k. Advise NICPs and TOs when economical sealift is unavailable for particular shipment requirements.
  - l. The JMTCA will offer airlift requirements to FACTS. FACTS will obtain APOE clearance, e.g., identifying space for in transit storage for all export air munitions shipments.

2. The DOD Component/NICP will:
  - a. Identify export shipment requirements and forward them to the JMTCA for ocean vessel consolidation.
  - b. Provide TO(s), commercial carrier(s), and/or SPOEs with any technical information concerning the transportability requirements of munitions managed by the respective NICP.
  - c. Include the JMTCA as an information addressee on all export REPSHIPS.
  - d. Advise the JMTCA of a delayed export shipment.
  - e. Submit export shipment request to the JMTCA for shipment planning actions IAW the DTR.
  - f. Provide FMS Notice of Availability (NOA) to the freight forwarder and to the JMTCA.
  - g. Provide yearly forecasts of munitions requirements and semi-annual updates to the JMTCA.
  - h. Monitor shipments until lifted aboard vessel.

<b>DOMESTIC FREIGHT ROUTING REQUEST AND ORDER</b> <small>(All items must be completed or otherwise explained. See Instructions on back of this page)</small>					
TO (Name, Address and ZIP Code of Routing Authority) CDR, SDDC Operations Center ATTN: SDG3-GD-C Ft. Eustis, VA 23604-5000			1. REQUESTING AGENCY IDENTIFICATION NUMBER <div style="text-align: center;">249</div>		2. DATE OF REQUEST (YYYYMMDD) <div style="text-align: center;">20040214</div>
FROM (Name, Address and ZIP Code of Requesting Agency) Transportation Officer Crane Army Ammunition Activity Crane, IN 47523-5099			3. DATE SHIPMENT AVAILABLE FOR LOADING <div style="text-align: center;">040219</div>		4. TRANSPORTATION PRIORITY AND REQUIRED DELIVERY DATE <div style="text-align: center;">TP-3      040228</div>
			5. F.O.B. CONTRACT TERMS AND EXPIRATION DATE		
6. COMPLETE COMMODITY DESCRIPTION, NSN, AND FREIGHT NOMECLATURE AS SHOWN IN MILITARY FREIGHT CLASSIFICATION GUIDE SYSTEM WITH STCC, AND/OR NMDC ITEM NUMBER, INCLUDING NUMBER AND KIND OF PACKAGES  <div style="text-align: center;">Class C Ammunition, 9MM 64300-03, UPC 05903, 40 pallets</div>					
7. EQUIPMENT a. CARS		NUMBER <div style="text-align: center;">1</div>		SIZE <div style="text-align: center;">40</div>	
b. TRUCKS		TYPE <div style="text-align: center;">RC2</div>		8. GROSS WEIGHT <div style="text-align: center;">80,000</div>	
c. BARGES		AY2		9. TOTAL NUMBER OF CUBIC FEET <div style="text-align: center;">4,900</div>	
d. CONTAINERS		10. CONSIGNOR (Show actual shipper)  <div style="text-align: center;">Crane Army Ammunition activity, Crane, IN 47522-5099</div>			
11. CONSIGNEE(S) (Name and Address) Transportation Office Fort Hood, TX 76544-5062			12. ORIGIN (Show actual shipping point) Crane, IN SPLC: 376123250		
14. RAIL CARRIER SERVING a. CONSIGNOR CPRS b. CONSIGNEE ATSP			13. DESTINATION (Show actual point of delivery) Fort Hood, TX SPLC: 683260250		
			c. PRIVATE <div style="display: flex; justify-content: space-around;"> <span>YES</span> <span>NO</span> </div> d. IF NO PRIVATE SIDING, INDICATE NEAREST POINT OF DELIVERY SPLC: 376125000 SPLC: 683267000		
15a. IF "TRANSIT FREIGHT" SHOW INBOUND REFERENCES (1) (BLOCK 15a information not required) (2) (3)			b. DISABILITY COSTS AVAILABLE (See DTR definition) X    NO    YES (If "YES," furnish in "REMARKS" below)		
16. REMARKS (Include any other pertinent information, which would affect aggregate delivered costs or selection of carrier or mode.)  <div style="text-align: center;">MOTOR – 3M and DO</div> Sensitive Risk Category IV: <div style="text-align: center;">RAIL – DI and MIW</div>					
17. TYPED NAME AND TITLE OF REQUESTOR Mary Jones Transportation Officer			18. OFFICE PHONE AND EXT. <div style="text-align: center;">DSN    482-0000</div>		19. SIGNATURE <div style="text-align: center;"><i>Mary Jones</i></div>
1 <sup>st</sup> ENDORSEMENT (Valid for 30 days unless otherwise indicated)					
20. TO:			21. DATE OF RESPONSE (YYYYMMDD)		22. ROUTE ORDER NUMBER (Must be shown on each BILL OF LADING)
23. ROUTES AUTHORIZED FOR SHIPMENT(S)					
24. APPLICABLE RATE INFORMATION <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">             RATE(S)              (Cents per 100 lbs.)              a.           </div> <div style="width: 30%;">             MINIMUM WEIGHT              (Pounds)              b.           </div> <div style="width: 30%;">             TARIFF OR OTHER              AUTHORITY              c.           </div> </div>			25. REMARKS		
26. NAME AND TITLE OF ISSUING OFFICER (Please type)			27. SIGNATURE OF ISSUING OFFICER		
			28. SIGNATURE OF ISSUING OFFICER		

DD FORM 1085, SEP 1998, (EG)

PREVIOUS EDITION IS OBSOLETE

**Figure 202-1. DD Form 1085, Domestic Freight Routing Request and Order**



EXPORT TRAFFIC RELEASE REQUEST - CONTINUATION SHEET																																																																														
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DD Form 1086s, MAY 76

Figure 202-2. DD Form 1086, Export Traffic Release Request (Cont'd)

ROUTE ORDER AMENDMENT			1. DATE OF REQUEST (YYYYMMDD)	
<b>PART I - REQUEST FOR AMENDMENT</b>				
2. TO: (MTMC routing authority)		3. FROM: (Name, address and ZIP code of requesting agency)		
4. ROUTE ORDER NUMBER	5. IDENTIFICATION NUMBER (Requesting agency)	6. TYPE OF MOVEMENT (X) <input type="checkbox"/> RAIL <input type="checkbox"/> MOTOR <input type="checkbox"/> OTHER		
7. CONSIGNOR (Show actual shipper)		8. CONSIGNEE (Name and address)		
9. ORIGINAL CARRIER(S)		10. AMENDED CARRIER(S)		
11. ORIGINAL SCHEDULED DEPARTURE DATE (YYYYMMDD)	12. VESSEL INVOLVED (X) <input type="checkbox"/> YES <input type="checkbox"/> NO	13. AMENDED DEPARTURE DATE (YYYYMMDD)	14. DATE VESSEL COMES ON BERTH (YYYYMMDD)	
15. COMPLETE COMMODITY DESCRIPTION				
16. REMARKS (Reason for amendment)				
17. REQUESTER				
a. TYPED NAME (Last, First, Middle Initial)	b. TITLE	c. TELEPHONE NUMBER (Include Area Code)	d. SIGNATURE	
<b>PART II - CONFIRMATION OF AMENDMENT</b>				
18. TO: (Requesting agency)		19. FROM: (MTMC routing authority)		
20a. ROUTED BY (Name of MTMC technician)	b. TELEPHONE NUMBER (Include Area Code)	21a. CONFIRMED BY (Name)	b. TELEPHONE NUMBER (Include Area Code)	
22. DATE ROUTING COMPLETED (YYYYMMDD)		23. DATE OF CONFIRMATION (YYYYMMDD)		
24. REMARKS (Rate/Route - Tariff/Tender authority)				
25. ISSUING OFFICER				
a. TYPED NAME (Last, First, Middle Initial)	b. TITLE	c. TELEPHONE NUMBER (Include Area Code)	d. SIGNATURE	

DD FORM 2017, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Figure 202-3. DD Form 2017, Route Order Amendment



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AT4TVIN028
Date: 01/13/04                      SHIP RESPONSE                      Page: 1 of 3
*****
*****
Route Order: 7YBCBEIJ3F      Requestor ID: GKFL140130004      Group Number: 1
Requestor Name: MANNINO, JOHN      Phone: (618) 256-5321      Fax: (618) 256-6208
Route Information:                      Available Date: 01/13/04
Origin: 396618240      SCOTT AFB      IL      SPLC miles: 1040
Destn : 777550000      CARLSBAD      NM      Total miles: 1040

Total QNTY: 6540 Pounds      POC: McDonald Zach      Phone: (757) 878-8651
*****
***      When more than one carrier can provide the required Service at the      ***
***      same delivered cost, distribute traffic equitably      ***
=====+=====
Equipment: AF1      Commodity: 061700      Request: 065176
=====+=====
1.  CKSB C AND K TRANSPORTATION      Mode: B  FS: 2%      Phone1: (800) 428-5277
Tender: 000211 00  EFF: 09/30/02      EXP: 09/30/04      Phone2: (909) 880-3399
Route:          9C - 9C      EQP: AE2      Commodity: 999912
SVC:  Cost      SVC      Cost      SVC      Cost      SVC      Cost      SVC      Cost
405      12.50

Linehaul Cost:          625.00      Permit Cost:          MISC Cost:
TOTAL Cost:          637.50

RINS      : 141 - 111, 123, 131, 351

Remarks:

-----
2.  CCAB CROSSROAD CARRIERS INTERMODAL      Mode: B  FS 2%      Phone1: (800) 723-0834
Tender: 020517 00  REF: 09/18/03      EXP: 09/18/05      Phone2: (800) 869-8032
Route:          9C - 9C      EQP: AF1      Commodity: 061700
SVC      Cost      SVC      Cost      SVC      Cost      SVC      Cost      SVC      Cost
405      13.31

Linehaul Cost:          665.53      Permit Cost:          MISC Cost:
TOTAL Cost:          678.84

RINS      : 141, 111, 123, 131, 351
Remarks:

```

**Figure 202-4. DRO Request Response**

AT4TEIN055  
Date: 07/07/04 SHIP RESPONSE - AMENDMENT 1 (AUTOFAX) Page: 1 of 4  
\*\*\*\*\*  
\*\*\*\*\*  
Route Order: 1YBAACASUN Requestor ID: N0016D00596 Group Number: 1  
Requestor Name: CARLOS BANT TP1 Phone: 410 293-9297 Fax: (410)293-3384  
Route Information: Available Date: 07/14/04  
Origin: 236830290 US NAV ACAD MD SPLC miles: 2717  
Destn : 884169290 NCBC PRT HUENEME CA Total miles: 2717  
Total QNTY: 35000 Pounds POC: Brow, Thomas Phone: 201 823-5767  
\*\*\*\*\*  
\*\*\* When more than one carrier can provide the required Service at the \*\*\*  
\*\*\* same delivered cost, distribute traffic equitably \*\*\*  
=====+=====

Equipment: AE2 Commodity: 190190 Request: 776081  
=====+=====

1. HUNA HUNT TRANSPORTATION Mode: g FS: D% Phone: 800 245-4868  
Tender: 000007 00 EPF: 09/23/01 EXP: 09/22/03 Phone: 402 331-0660  
Route: MD - CA EQP: AE2 Commodity: 190190  
SVC: Cost SVC Cost SVC Cost SVC Cost SVC Cost  
Linehaul Cost: 3749.46 Permit Cost: MISC Cost:  
RINS : 141 - 111, 131, 319, 337, 355  
Remarks: \$1.38.PM @40,000 LBS.  
ADD RIN 17 (\$20M) TO ALL CARRIERS ON THIS ORDER

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2. RTTA R.T. TRANSPORTATION, INC. Mode: Q PS:08 Phone:(708)361-3353  
Tender: 000031 DD REF: 10/29/03 EXP: 10/29/04 Phone:(800)869-8032  
Route: SC - SC EQP: AE2 Commodity: 190290  
SVC Cost SVC Cost SVC Cost SVC Cost SVC Cost  
Linehaul Cost: 3776.63 Permit Cost: MISC Cost:  
REN5 : 141, 111, 131, 319, 337, 355  
Remarks: \$1.39.PM

**Figure 202-5. DRO Amendment Response**

<b>1a. U.S. PRINCIPAL PARTY IN INTEREST (USPPI)</b> (Complete name and address)				<b>2. DATE OF EXPORTATION</b>		<b>3. TRANSPORTATION REFERENCE NO.</b>	
<b>b. USPPI'S EIN (IRS) OR ID NO.</b>				<b>c. PARTIES TO TRANSACTION</b> <input type="checkbox"/> Related <input type="checkbox"/> Non-related			
<b>4a. ULTIMATE CONSIGNEE</b> (Complete name and address)							
<b>b. INTERMEDIATE CONSIGNEE</b> (Complete name and address)							
<b>5a. FORWARDING AGENT</b> (Complete name and address)							
<b>5b. FORWARDING AGENT'S EIN (IRS) NO.</b>				<b>6. POINT (STATE) OF ORIGIN OR FTZ NO.</b>		<b>7. COUNTRY OF ULTIMATE DESTINATION</b>	
<b>8. LOADING PIER</b> (Vessel only)		<b>9. METHOD OF TRANSPORTATION</b> (Specify)		<b>14. CARRIER IDENTIFICATION CODE</b>		<b>15. SHIPMENT REFERENCE NO.</b>	
<b>10. EXPORTING CARRIER</b>		<b>11. PORT OF EXPORT</b>		<b>16. ENTRY NUMBER</b>		<b>17. HAZARDOUS MATERIALS</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>12. PORT OF UNLOADING</b> (Vessel and air only)		<b>13. CONTAINERIZED</b> (Vessel only) <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>18. IN BOND CODE</b>		<b>19. ROUTED EXPORT TRANSACTION</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>20. SCHEDULE B DESCRIPTION OF COMMODITIES</b> (Use columns 22–24)				VIN/PRODUCT NUMBER/ VEHICLE TITLE NUMBER		VALUE (U.S. dollars, omit cents) (Selling price or cost if not sold)	
D/F or M (21)	SCHEDULE B NUMBER (22)	QUANTITY – SCHEDULE B UNIT(S) (23)	SHIPPING WEIGHT (Kilograms) (24)	(25)		(26)	
<b>27. LICENSE NO./LICENSE EXCEPTION SYMBOL/AUTHORIZATION</b>				<b>28. ECCN</b> (When required)			
<b>29. Duly authorized officer or employee</b>				The USPPI authorizes the forwarder named above to act as forwarding agent for export control and customs purposes.			
<b>30. I certify that all statements made and all information contained herein are true and correct and that I have read and understand the instructions for preparation of this document, set forth in the "Correct Way to Fill Out the Shipper's Export Declaration." I understand that civil and criminal penalties, including forfeiture and sale, may be imposed for making false or fraudulent statements herein, failing to provide the requested information or for violation of U.S. laws on exportation (13 U.S.C. Sec. 305; 22 U.S.C. Sec. 401; 18 U.S.C. Sec. 1001; 50 U.S.C. App. 2410).</b>							
Signature				<b>Confidential</b> – Shipper's Export Declarations (or any successor document) whenever located, shall be exempt from public disclosure unless the Secretary determines that such exemption would be contrary to the national interest (Title 13, Chapter 9, Section 301 (g)).			
Title				Export shipments are subject to inspection by U.S. Customs Service and/or Office of Export Enforcement.			
Date				<b>31. AUTHENTICATION</b> (When required)			
Telephone No. (Include Area Code)				E-mail address			

This form may be printed by private parties provided it conforms to the official form. For sale by the Superintendent of Documents, Government Printing Office, Washington, DC 20402, and local Customs District Directors. The **"Correct Way to Fill Out the Shipper's Export Declaration"** is available from the U.S. Census Bureau, Washington, DC 20233.

**Figure 202-6. Form 7525-V, Shipper's Export Declaration (SED)**

U.S. DEPARTMENT OF COMMERCE — U.S. CENSUS BUREAU — Economics and Statistics Administration — BUREAU OF EXPORT ADMINISTRATION					
FORM <b>7525-V</b> CONTINUATION SHEET (7-25-2000)		CONTINUATION SHEET TO SHIPPER'S EXPORT DECLARATION			OMB No. 0607-0152
9. METHOD OF TRANSPORTATION <i>(Specify)</i>				Page _____ of _____ pages	
11. PORT OF EXPORT					
7. COUNTRY OF ULTIMATE DESTINATION					
20. SCHEDULE B DESCRIPTION OF COMMODITIES <i>(Use columns 22-24)</i>					
D/F or M (21)	SCHEDULE B NUMBER (22)	QUANTITY – SCHEDULE B UNIT(S) (23)	SHIPPING WEIGHT <i>(Kilograms)</i> (24)	VIN/PRODUCT NUMBER/ VEHICLE TITLE NUMBER (25)	VALUE (U.S. dollars, omit cents) <i>(Selling price or cost if not sold)</i> (26)
27. LICENSE NO./LICENSE EXCEPTION SYMBOL/AUTHORIZATION			28. ECCN <i>(When required)</i>		DO NOT USE THIS AREA
For use solely for official purposes authorized by the Secretary of Commerce (13 U.S.C. 301(g))			This form may be printed by private parties provided it conforms to the official form. For sale by the Superintendent of Documents, Government Printing Office, Washington, DC 20402, and local Customs District Directors. The *Correct Way to Fill Out the Shipper's Export Declaration* is available from the U.S. Census Bureau, Washington, DC 20233.		

Figure 202-6. Form 7525-V, Shipper's Export Declaration (SED) (Cont'd)

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

27. ADDITIONAL DATA		26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (55-56) UP (74-80)		25. NATIONAL STOCK NO. & ADD (8-22)		24. DOCUMENT NUMBER & SUFFIX (30-44)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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FormFlow (DLA)

PREVIOUS EDITION MAY BE USED

Figure 202-7. DD Form 1348-1A, Issue Release/Receipt Document

CONSIGNEE'S RECEIPT FOR DELIVERY AT STOPOFF/UNLOADING POINT				
1. FROM <i>(Consignee at Stopoff Point)</i>		2. BILL OF LADING NUMBER		
		3. STOPOFF POINT		
4. TO				
5. CAR INITIALS AND NUMBER OR MOTOR CARRIER AND TRUCK NUMBER				
6. DATE RECEIVED (YYYYMMDD)		7. INBOUND SEAL NUMBER(S)		
8. ARTICLES UNLOADED				
a. DESCRIPTION	b. NUMBER OF PACKAGES	c. KIND	d. NO. ON PACKAGE(S)	e. WEIGHT
9. TOTAL WEIGHT UNLOADED <i>(In words and figures) (The weight of bulkheads, dunnage, or similar material will not be shown. Any change in net weight of such material used inbound will be reported to final consignee.)</i>				
10. DATE FORWARDED FROM STOPOFF POINT (YYYYMMDD)		11. OUTBOUND SEAL NUMBER(S)		
12. FORWARDING CARRIER				
13. REMARKS <i>(Indicate if loss or damage is involved)</i>				
14. THE PROPERTY DESCRIBED IN ITEM 8 WAS RECEIVED ON THE DATE INDICATED ABOVE, IN APPARENT GOOD ORDER AND CONDITION EXCEPT AS NOTED IN ITEM 13.		a. SIGNATURE OF CONSIGNEE OR AUTHORIZED AGENT		

DD FORM 1371, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

**Figure 202-8. DD Form 1371, Consignee's Receipt for Delivery at Stopoff/Unloading Point**

**Figure 202-9. DOD Standard Transit Time Guide-Truckload**

II-202-36



### DOD STANDARD TRANSIT TIME GUIDE – LESS TRUCKLOAD

	AL	AZ	AR	CA	CO	CT	DC	DE	FL	GA	ID	IL	IN	IA	KS	KY	LA	ME	MD	MA	MI	MN	MS	MO	MT	NE	NV	NH	NJ	NM	NY	NC	ND	OH	OK	OR	PA	RI	SC	SD	TN	TX	UT	VT	VA	WA	WV	WI	WY		
AL	2																																																		
AZ	7	2																																																	
AR	4	5	2																																																
CA	7	4	7	3																																															
CO	7	4	4	4	2																																														
CT	5	7	5	9	7	2																																													
DC	4	8	4	9	7	3	2																																												
DE	5	7	5	9	7	3	3	2																																											
FL	4	7	4	9	7	5	4	4	3																																										
GA	3	6	4	7	5	4	4	4	3	2																																									
ID	7	4	7	4	4	8	8	7	8	8	2																																								
IL	4	7	4	7	4	4	4	4	5	4	7	2																																							
IN	4	7	4	7	5	4	4	4	4	4	7	3	2																																						
IA	4	5	4	7	4	6	5	5	7	5	5	3	4	2																																					
KS	4	5	4	5	4	6	6	6	5	5	5	4	4	3	2																																				
KY	3	6	3	7	7	5	4	4	4	3	7	3	3	4	4	2																																			
LA	3	7	3	7	5	6	5	5	4	3	7	4	4	5	4	4	2																																		
ME	5	9	7	9	7	3	4	4	4	4	8	5	5	6	5	5	6	2																																	
MD	4	8	4	9	7	3	3	3	4	4	8	4	4	5	5	4	5	4	2																																
MA	5	8	6	9	7	3	3	3	5	5	8	4	5	7	5	5	6	3	3	2																															
MI	4	7	4	7	5	4	4	4	5	4	7	3	3	4	4	3	5	4	4	4	2																														
MN	5	6	4	7	4	6	5	5	6	5	7	3	4	3	4	4	5	6	5	6	4	2																													
MS	3	6	3	7	5	6	4	5	4	3	7	3	4	5	4	4	4	6	5	6	5	5	2																												
MO	3	5	3	7	4	5	5	5	5	4	7	3	3	3	3	3	3	5	5	5	4	4	3	2																											
MT	8	5	7	5	4	7	8	7	8	8	4	7	6	6	6	7	7	8	7	8	7	6	7	6	2																										
NE	5	5	3	7	4	5	6	6	7	5	5	4	4	3	3	4	4	5	6	5	4	3	4	3	5	2																									
NV	7	3	6	4	4	8	8	8	7	7	4	7	7	6	5	6	6	8	8	8	7	7	7	6	4	4	2																								
NH	5	8	6	9	7	3	3	3	5	5	8	4	5	6	5	5	6	3	4	3	4	6	6	5	8	6	8	2																							
NJ	5	7	6	9	7	3	3	3	4	4	8	4	4	5	6	4	6	4	3	3	4	5	5	5	8	6	8	3	2																						
NM	5	3	4	5	3	7	7	7	7	7	5	5	4	5	4	4	6	4	7	7	7	6	5	5	4	5	4	4	7	7	2																				
NY	5	8	6	8	7	3	3	3	5	4	7	4	4	5	6	4	6	4	3	3	4	5	5	5	8	5	7	4	3	7	2																				
NC	3	7	4	8	6	4	3	3	4	3	8	4	4	5	5	3	4	4	3	4	4	5	4	4	8	5	7	4	4	6	4	2																			
ND	6	8	5	7	5	6	7	7	7	7	6	5	5	5	5	5	6	8	6	7	5	4	6	5	5	5	6	7	6	6	6	6	2																		
OH	4	7	4	7	5	4	3	4	5	4	6	3	3	4	4	3	5	4	3	4	3	4	5	4	7	4	7	4	4	5	4	4	6	2																	
OK	4	4	3	5	3	6	6	6	7	4	5	4	4	4	3	4	3	7	5	6	4	4	4	3	6	3	5	6	5	3	6	5	5	4	2																
OR	8	5	6	4	4	9	9	9	9	8	4	7	7	7	6	8	8	9	9	9	8	6	8	6	4	5	4	9	9	6	9	9	6	8	6	2															
PA	5	7	5	7	7	3	3	3	5	4	7	4	4	5	6	4	5	4	3	3	4	5	5	4	7	5	7	3	3	7	3	3	6	3	5	7	2														
RI	5	9	6	8	7	3	3	3	5	4	8	4	4	5	6	4	6	3	3	3	4	6	5	5	8	5	7	3	3	7	3	4	7	4	6	8	3	2													
SC	3	7	4	7	6	4	3	3	3	3	8	4	4	5	5	3	4	4	3	4	4	5	4	4	8	5	7	4	4	6	4	3	6	4	5	9	4	4	2												
SD	5	7	6	7	5	6	6	6	7	7	5	5	5	4	4	5	6	7	6	7	5	4	8	5	5	4	6	7	6	6	6	6	4	5	5	6	6	7	6	2											
TN	3	6	3	7	5	4	4	4	4	3	7	4	3	4	4	3	3	5	4	5	4	4	3	3	7	5	6	5	4	5	4	3	5	4	4	7	4	5	3	5	2										
TX	4	4	3	5	4	6	6	6	5	4	7	4	4	4	3	4	3	7	6	7	5	5	4	4	6	4	5	7	6	3	6	5	5	5	3	7	6	7	5	5	4	3									
UT	7	3	6	4	3	7	7	7	7	7	3	5	6	5	4	4	7	7	8	7	8	5	7	7	5	4	4	3	8	7	3	7	7	5	6	4	4	7	7	7	5	6	5	2							
VT	4	8	5	9	7	3	4	4	5	5	8	5	4	6	5	5	6	3	4	3	4	5	6	5	8	5	8	3	3	7	3	5	7	4	6	9	3	3	4	7	5	7	7	2							
VA	4	7	5	9	7	3	3	3	4	4	8	4	4	5	5	3	5	4	3	3	4	5	4	4	8	6	8	4	3	7	3	3	6	3	6	9	3	3	3	6	3	6	7	4	2						
WA	8	4	7	4	5	9	9	9	9	8	4	6	7	7	6	8	8	9	9	9	8	6	8	6	4	7	4	8	9	5	9	9	6	8	6	3	9	9	9	6	8	6	4	9	9	2					
WV	4	7	4	7	7	4	3	3	4	4	7	4	3	4	3	5	4	3	4	4	4	4	4	7	5	8	4	3	6	4	3	5	3	5	8	3	4	3</													

<b>CARRIER'S REPORT OF VEHICLE DAMAGE OR BREAKDOWN</b>			
1a. TYPE AND MAKE OF VEHICLE		1b. VEHICLE REGISTRATION NUMBER	
		2a. B/L NUMBER	
		2b. FREIGHT BILL NUMBER	
3. LOCATION OF ACCIDENT OR VEHICLE BREAKDOWN		4. SPEEDOMETER READING AT TIME OF ACCIDENT OR VEHICLE BREAKDOWN	
5. DATE AND TIME OF ACCIDENT OR VEHICLE BREAKDOWN		6. DATE AND TIME VEHICLE RETURNED TO OPERATION	
7. DESCRIBE DAMAGE(S) AND/OR TROUBLE <i>(If additional space is required, explain under Remarks.)</i>			
8. COST OF REPAIRS		<i>NOTE: Approval of repair costs in excess of those authorized must be obtained from:</i>	
MATERIAL		SHIPPING TRANSPORTATION OFFICE	
LABOR		ADDRESS <i>(Include ZIP Code)</i>	TELEPHONE NUMBER
<b>TOTAL</b>	0.00		
9. REMARKS			
10a. SIGNATURE OF OPERATOR		10b. NAME OF CARRIER	
11a. SIGNATURE OF OPERATOR		11b. NAME OF CARRIER	
12. To the best of my knowledge the above statements are true and correct. Visual inspection indicates repaired or replaced item(s) are new or serviceable.		SIGNATURE OF RECEIVING OFFICER	

**DD FORM 651, AUG 69 (EG)**
PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.
USAPPC V1.00

COPY 1

Reset

**Figure 202-11. DD Form 651, Carrier's Report of Damage or Breakdown**

## INSTRUCTIONS

In the event of an accident or mechanical failure which leaves the vehicle in a condition so that it cannot be operated safely to its destination, operator will complete this form.

The operator is authorized to incur necessary repair expenses up to the amount specified in the Bill of Lading instruction or as specified by company policy. Repair costs exceeding those authorized must be approved by the transportation office shown in Item 8 prior to start of repair.

When possible, items of warranty should be repaired by the manufacturer's authorized dealer. Warranty notification is located on the dashboard of each vehicle.

In the event operator is required to leave vehicle at repair facility, he must execute and sign this form and place it in the glove compartment of the vehicle. The last copy (*Copy 4*) may be retained by operator.

ITEMS 1a and 1b - Enter type and make of vehicle, and vehicle registration number as shown on Bill of Lading or other shipping document. Normally, these documents are located in glove compartment or cab of each vehicle.

ITEMS 2a and 2b - Enter Bill of Lading Number and Freight Bill Number as shown on respective documents.

ITEM 3 - Enter highway number, distance to, and name of nearest city and state. If at a service station and/or other establishment, give name and telephone number of service station or establishment.

ITEM 4 - Enter speedometer reading at time of breakdown.

ITEM 5 - Enter exact date and time vehicle became inoperative.

ITEM 6 - Enter exact date and time vehicle is returned to operator for onward movement.

ITEM 7 - Indicate nature of damage(s) and/or describe in detail the technical evaluation of the trouble.

ITEM 8 - List both material and labor costs required to repair deficiencies. Estimated prices are acceptable when exact information is not available. (*NOTE: Parts of items of equipment that do not have credit or exchange value must be turned in at destination and noted on the freight bill of delivery of vehicle.*)

ITEM 9 - List other pertinent details that will clarify or assist in determining circumstances under which the damage or failure occurred. If a summons is issued (*in connection with vehicle damage*) by a duly authorized police officer, describe offense and location, and give police officer's name and badge number.

ITEMS 10a and 10b - Signature of operator and name of carrier sustaining damage or breakdown.

ITEMS 11a and 11b - Signature of operator and name of carrier accomplishing onward movement from repair facility.

DD FORM 651, AUG 69 (EG)

**Figure 202-11. DD Form 651, Carrier's Report of Damage or Breakdown (Cont'd)**

**Table 202-1. Route Order Number – Codes and Structure**

<p>POSITION 1 - Issuing Office:</p> <p>1 – SDDC Operations Center 7 - Transportation Officer 9 - Headquarters SDDC</p> <p>POSITION 2 - Type of Route Order:</p> <p>Door-to-Door Contract:</p> <p>A - Base Realignment B - Bulk Liquid D - Other Movement J - Development L - Volume Movement O - Exercise P - Redeployment/Retrograde S - Standing Route Order T - Emergency Procedure V – Contractor/Vendor X - Military Impedimenta</p> <p>Negotiated:</p> <p>C - Base Realignment E - Bulk Liquid F - Other Movement G - Foreign Military Sales H - Deployment K - Volume Movement M - Redeployment/Retrograde N - Standing Route Order Q – Contractor/Vendor R - Military Impedimenta 1 – Exercise</p> <p>Non-Negotiated:</p> <p>U - Base Realignment W - Bulk Liquid Y - Other Movement Z - Foreign Military Sales 2 - Deployment 3 - Emergency Procedure 4 - Volume Movement 5 - Redeployment/Retrograde 6 - Standing Route Order 7 - Exercise 8 - Contractor/Vendor 9 - Military Impedimenta</p>	<p>POSITION 3 - Transportation Mode</p> <p>A – Bus B - Truck D - Pipeline E - Rail F - Rail TOFC/COFC G - Rail TOFC/COFC Plan 3 H - Rail TOFC/COFC Plan 4 K - Air Freight L - Air Freight Forwarder M - Air Taxi N - Surface Freight Forwarder O - Water P - Shipper Association Q - Shipper Agent R - Package Express S - Drive-away Service T - Tow-away Service U - Drive-away/Tow-away Service V - Water-Pipeline Intermodal Movements W - Shipper Agent (Truck/Rail/Truck) X - Shipper Agent (Truck)</p> <p>POSITION 4-9 - Unique Identifier Assigned by GFM Host</p> <p>POSITION 10 - Military Service</p> <p>A - Army B - Defense Mapping Agency D - Any Service F - Air Force M - Marine N - Navy P - Coast Guard S - Defense Logistics Agency U - GSA W - Army/Air Force Exchange Service Y – Non-DOD (Except Coast Guard)</p>
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**Table 202-2. Transportation Holding Delay Codes**

Code	Explanation
A	Shipment unit held for consolidation
B	Awaiting carrier equipment
C	Awaiting export/domestic traffic release
D	Delay due to diversion to surface movement resulting from challenge by Service Air Clearance Authority
E	Delay resulting from challenge by Service Air Clearance Authority or Shipper Service Control Office for which no diversion occurs and material was shipped by air
F	Embargo
G	Strikes, riots, civil commotion, terrorist action
H	Acts of God
I	Reserved
J	Shipment delayed to process customer cancellation request(s)
K	Diversion to surface movement due to characteristics of material that preclude air shipment, e.g., size, weight, in hazard classification
L	Delay requested and/or concurred in by consignee
M	Delay to comply with valid delivery dates at CONUS destination/outloading terminals
N	Delay due to diversion to air (requisition priority upgraded)
O–Y	Reserved
Z	Holding action less than 24 hours from date material available for shipment

**Table 202-3. Evaluation Criteria**

Movement Event	Manifest Transmission to GTN
1. Ocean Shipments	
a. Commercial Liner and Charter Service	Within 12 hours of event (Goal of 4 hours)
b. Exercise and wartime unit and sustainment moves on gray bottom USNS Vessels (LMSR, FSS, RRF)	Within 24 hours of event (Goal of 4 hours)
2. All intra-theater cargo and passenger movements (all modes)	Within 2 hours of event
3. All Air, Truck, and Rail cargo and passenger inter-theater movements	Within 1 hour of event

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